

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

# VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-03804



POSITION: RECREATION AID NF-01

SALARY: \$5.15 - \$5.50 PER HOUR

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LOCATION: VARIOUS MWR LOCATIONS

OPEN: 15 APRIL 2004

CLOSE: 14 MAY 2004

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AREA OF  
CONSIDERATION: COMMUTING AREA

☐ Spouse Preference Eligible  
☐ Involuntary Separated Military

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<input type="checkbox"/> Regular Full-Time	(35-40 Hours Per Week)
<input type="checkbox"/> Regular Part-Time	(20-34 Hours Per Week)
<input checked="" type="checkbox"/> Flexible	(0-40 Hours Per Week)

☒ One-Time Basis  
☐ Establish Register  
☐ Merit Staffing

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HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to  
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670  
Attn: Personnel Dept. For further information call 301-342-3653.

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## SUMMARY OF DUTIES

The incumbent will be involved in one or more community recreational youth activities such as outdoor recreation, craft and hobby shops, aquatics, or other similar Morale, Welfare and Recreation services and events. Responsible for providing assistance in the oversight of necessary services to authorized patrons, including general information on the use of facilities and equipment. Assists in the programming, planning and implementation of a variety of recurring and non-recurring activities. Ensures adherence to regulations and safety procedures and may assist assigned personnel in the monitoring of change funds. May assist in maintaining routine reports and/or perform clerical and/or general maintenance duties as needed.

## QUALIFICATIONS

Incumbent must be at least 15 years of age and no older than 17 years of age. Must be able to learn MWR policies, rules and regulations involving work area and have the ability to communicate orally and in writing. Knowledge of basic mathematics and the purpose of recreational equipment and activities desired.

## ELIGIBILITY

Active duty Military Dependents, Military Retiree Dependents and DOD Dependents.

**Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.**

**Applicants must meet all eligibility requirements for the position.**

**Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.**

**Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.**

**Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.**

**Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.**

**Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.**

**The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.**